Approved For Release 2001/08/10 : CIA-RDP57-00042A000200060006-6

TAB B

MAIL AND COURIER BRANCH

Overtime

(See chart, encl. 1, Annex E, red indicates overtime)

1. One supervisor remains until 6:00 p.m. to answer special requests from officials of various offices and to ensure that urgent material arriving at 5:00 p.m. or after is properly dispatched.

2 & 7. Two couriers assigned, when necessary, to effect delivery of urgent material emanating from the Office of National Estimates. Normally this overtime occurs between 5:00 and 6:00 p.m.

STATSPEC

3. One courier assigned to deliver the [redacted] Daily Reports from the Reproduction Plant, [redacted] to the Department of Defense, the Department of State, [redacted] (Extra. I), and to the Central Mail Room, Que Building. This overtime occurs between 5:00 and 6:00 p.m.

STATSPEC

25X1A6a

5 & 6. Two couriers detailed to the Office of Current Intelligence, work from 7:30 to 8:30 each morning preparing material for an 8:30 delivery to the offices within the OCI area.

8. One courier is assigned each morning for one hour overtime to pick up the Congressional Records from the Government Printing Office for delivery to the Office of General Counsel, South Building, before 8:30 a.m.

9. One courier is assigned for one-half hour overtime each morning to effect the delivery of daily newspapers to the Office of the Director, Office of the Assistant Director, Historical Staff, and to the Office of General Counsel.

10. One courier, qualified in the use of sidearms, is assigned each evening to perform special trips as required by the Office of the Director.

11. One driver is detailed to the Security Office to drive the Agency's confidential trash run. This run must begin at 6:30 a.m. in order to afford the security team sufficient time for their daily pick up of classified trash from the CIA headquarters buildings. The overtime will average 10 hours per week.

STATSPEC

12. A member of the Mail Section is assigned for one hour overtime each evening to process the [redacted] Daily Reports for dispatch to the Post Office at 6:00 p.m.. This material does not arrive at Que Building until after 5:00 p.m.

13. a. The total overtime involved on a week-day basis, Monday through Friday, averages fourteen and a half hours per day, as shown in red on chart.

Approved For Release 2001/08/10 : CIA-RDP57-00042A000200060006-6

Approved For Release 2001/08/10 : CIA-RDP57-00042A000200060006-6

b. Saturday overtime averages 5½ hours per week. This has not been shown on chart.

c. Sunday overtime averages 9 hours per Sunday. This has not been shown on chart.

d. From 30 June 1954 to date the overtime worked has averaged a total of 27.7 hours per two-week pay period. See Tab C for financial comparison.

14. The workload is such that it is difficult to stagger the hours of the personnel. This makes overtime necessary in order to provide such courier service as is required beyond the Agency's normal working hours.

An increase in T/O will permit some staggering of work hours of couriers which will reduce overtime to some extent. Efforts will be made to continue this staggering of personnel over the next 60-90 days with the view toward reducing overtime.

Approved For Release 2001/08/10 : CIA-RDP57-00042A000200060006-6